Figure 268: Field dragged out of the pivot table

Grouping rows or columns of a pivot table

For many analyses or summaries, the categories have to be grouped. You can merge the results in classes. You can only carry out grouping on an ungrouped pivot table.

After selecting the correct cell area, select **Data > Group and Outline > Group** on the Menu bar, or press *F12* on the keyboard. The type of values to be grouped is what mainly determines how the grouping function works. You need to distinguish between scalar values, or other values, such as text, that you want grouped.

> ✅ **Note**
>
> Before you can group, you have to produce a pivot table with ungrouped data. The time needed for creating a pivot table depends mostly on the number of columns and rows and not on the size of the basic data. Through grouping you can produce the pivot table with a small number of rows and columns. The pivot table can contain a lot of categories, depending on your data source.

To remove grouping again, click inside the group, then choose **Data > Group and Outline > Ungroup**, or press *Ctrl+F12*.

Grouping of categories with scalar values

For grouping scalar values, select a single cell in the row or column of the category to be grouped. Choose **Data > Group and Outline > Group** on the Menu bar or press *F12* on the keyboard; Calc displays the Grouping dialog shown in Figure 269.

You can define in which value range (*Start / End*) the grouping should take place. The default setting is the whole range, from the smallest to the largest value. In the field *Group by*, you can enter the class size, also known as the interval size.
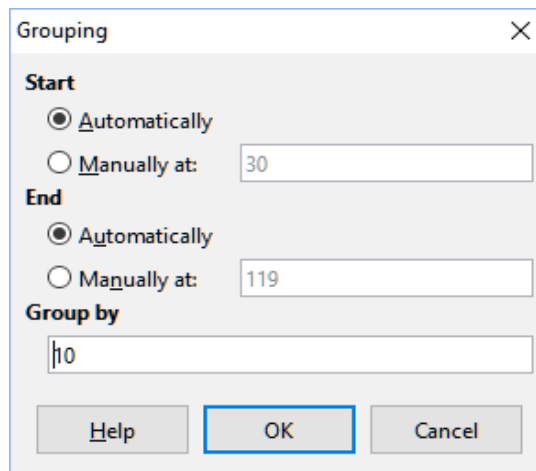

Figure 269: Grouping dialog with scalar categories